



HOW TO OBTAIN A PERMIT FOR

Solar Photo-Voltaic

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153

THE CITY OF SAN DIEGO CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION
BULLETIN

301

January 2006

This Information Bulletin is published in an effort to give renewable energy projects, especially Photovoltaic (PV) Systems a priority in plan check and permit processing. This document supercedes the San Diego Area Electrical Newsletter (SAENL) for projects in the City of San Diego. Following is information to guide you throughout the plan check and permitting process:

I. PLAN REVIEW:

Photovoltaic systems shall be reviewed and approved by the Division of Building and Safety plan check staff at the Development Services Department (See Item III below for minimum plan requirements). The Division of Building and Safety Plan Review is located at the third floor of Development Services Department in Downtown San Diego, 1222 First Avenue, San Diego CA, 92101. Permit applications and plans shall be submitted for plan check. The plan check process is estimated to take approximately five working days.

II. INSPECTIONS:

For a master planned photovoltaic system installed on a single-family master planned home during construction, Combination Inspectors will perform the solar photovoltaic inspections in conjunction with the normal construction inspections of the residential unit.

For a photovoltaic system installed on a single-family home during construction, Combination Inspectors will perform the solar photovoltaic inspections in conjunction with the normal construction inspections of the residential unit.

All other inspections of solar photovoltaic installations will be performed by Electrical Specialist Inspectors under the issued electrical approval. Structural Specialist Inspectors will perform inspections for specific structural installations identified during the plan check process.

III. PLAN REQUIREMENTS:

All solar photovoltaic plans will be required to have the following items:

1. A plot plan showing either the location on the property of the photovoltaic array in relation to the lot property lines with required setback dimensions and locations of all disconnects and inverters, or a building layout plan showing the location of all photovoltaic panels, disconnects and inverters;

Documents referenced in this Information Bulletin

- DS-3032, Permit Application

2. An electrical one-line diagram showing the number of photovoltaic panels with voltage and kilowatt output, all disconnects, all inverters with input and output ratings, the size of the main electrical panel bussing in amperes, and the size of the photovoltaic circuit breaker in amperes.
3. A manufacturer's sheet on the photovoltaic panels with all electrical information.
4. A manufacturer's sheet on the inverter showing all electrical information.
5. A detail sheet showing either the supporting structure for ground mounted arrays or the attachment of the panels to the roof.
6. All plans must show existing electrical equipment as well as the new solar photovoltaic equipment.
7. If the roof or wind loading values exceed five pounds per square foot then the plans and calculations must be stamped by a registered architect, structural engineer, or civil engineer.
8. Any plans showing high-strength concrete footings, shop-fabricated support structures, or field welding must be stamped by a registered architect, structural engineer, or civil engineer.

IV. PLAN CHECK AND PERMIT ISSUANCE PROCEDURE:

1. Single-family residential solar photovoltaic systems:

The customer shall deliver two sets of plans to the Counter Staff at the Tenant Improvement (TI) counter, at the Development Services Department (Downtown office). The plans will be assigned a Project Tracking System (PTS) number and an invoice will be issued, the customer will pay the fees at the cashier's booth.

The plans will be routed to the Electrical/Mechanical Plan Review staff who will review the plans for completeness and compliance with the California Electrical Code. The plan review specialist and/or

structural plan reviewer will provide support on questions of zoning and structural calculations as needed. The plans will be stamped by an Electrical/Mechanical Review staff upon approval and routed back to the TI counter staff who will issue the permit and notify the customer that the plans are ready for pick-up and if any fees are pending. The customer shall pay any pending fees and pick-up the approved stamped plans.

2. Single-family master planned residential solar photovoltaic systems:

The customer shall deliver three sets of plans to the Counter Staff at the Tenant Improvement (TI) counter, at the Development Services Department (Downtown office). The plans will be assigned a Project Tracking System (PTS) number and an invoice will be issued, the customer will pay the fees at the cashier's booth. The plans will be routed to the Electrical/Mechanical Plan Review staff who will review the plans for completeness and compliance with the California Electrical Code. The plan review specialist and/or structural plan reviewer will provide support on questions of zoning and structural calculations as needed. The plans will be stamped by an Electrical/Mechanical Review staff upon approval and routed back to the TI counter staff who will issue the permit and notify the customer that the plans are ready for pick-up and if any fees are pending. The customer shall pay any pending fees and pick up the approved stamped plans. The Master Plan Coordinator will assign the master plan approval number and notify the customer that the plans are ready for pick-up. The customer shall pay the required plan check and permit fees prior to receiving the stamped plans. The Master Plan Coordinator may be contacted at (619) 446-5350 for additional information.

3. Multi-family and Commercial solar photovoltaic systems:

The customer shall deliver three sets of plans to the Counter Staff at the Tenant Improvement (TI) counter, at the Development Services Center (Downtown office). The plans will be assigned a Project Tracking System (PTS) number and an invoice will be issued, the customer will pay the fees at the cashier's booth. The plans will be routed to the Electrical/Mechanical Plan Review staff who will review the plans for completeness and compliance with the California Electrical Code. The plan review specialist and/or structural plan reviewer will provide support on questions of zoning and structural calculations as needed. The plans will be stamped by an Electrical/Mechanical Review staff upon approval and routed back to the TI counter staff who will issue the permit and notify the customer that the plans are ready for pick-up and if any fees are

pending. The customer shall pay any pending fees and pick-up the approved stamped plans.

4. Structural approval required:

All commercial and multi-family buildings shall be routed to structural plan review. Additionally, residential buildings where the structural installation is of a sufficiently complex nature to require structural specialist inspection, a building permit shall be issued in conjunction with the electrical permit. Structural items that could necessitate the issuance of a building approval include caissons, large supporting structures, and field welding or detailed improvements to the roof structure to provide support of the photovoltaic system.

5. Building Permit required:

A building permit is required for photovoltaic installations on new attached/detached support structures such as canopies, platforms, trellises, etc.

V. Fees for Solar Photovoltaic Systems

1. Master planned single-family solar photovoltaic systems added onto new single-family or duplex combination permits.

Solar Photovoltaic Master Plan (each on basis of 1 hour plan check).....\$144.00

2. Single-family solar photovoltaic systems added onto new single-family or duplex combination permits:

Solar Photovoltaic Master Plan (first system).....\$93.00
Solar Photovoltaic Master Plan (2-4 systems).....\$158.00
Solar Photovoltaic Master Plan (5-8 systems).....\$223.00
Solar Photovoltaic Master Plan
(each additional 4 systems).....\$45.00

3. Solar photovoltaic systems installed on existing residences, multi-family or commercial buildings:

Solar Photovoltaic Master Plan (first system).....\$93.00
Solar Photovoltaic Master Plan (2-10 systems).....\$158.00
Solar Photovoltaic Master Plan
(each additional 10 systems).....\$45.00

4. Building permit & Structural Plan Check Fee:
The building permit fee for photovoltaic installations on new attached/detached support structures shall be per the following:

Hourly Plan Check-Structural (two hours)
Hourly Inspection-Structural (one hour)

These are in addition to the above mentioned fees required for the associated Electrical Permit.